



CITY OF TUCSON
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING ASSISTANCE DIVISION, P.O.BOX 27210, TUCSON, AZ 85726
Phone (520)791-4739 Fax (520) 791-2506 TDD (520) 791-2639



Moving Process

After you have been or will be in your current unit for 12 months, you can request to move.

The moving process takes four steps:

1. **Notify both your landlord and City Of Tucson PHA that you plan to move.** The notice must be in writing. It needs to list your current address and the date you will leave the home. You must give notice at least 30 days before the end of the month. Both you and your landlord must sign the notice. Use the City Of Tucson PHA's [Vacate Notice form](#).
2. **Sign the new voucher.** After receiving the vacate notice, the City Of Tucson PHA will send you a date to pick up your new voucher, along with other paperwork to give to your new landlord.
3. **Have your new landlord fill out the Request for Tenancy Approval (RTA) form. Send the completed form along with a copy of the unsigned lease to the City Of Tucson PHA.** If the rent is reasonable, a housing inspector will set up a time to go through the home with your new landlord. Do not sign the lease or move into the home until it passes inspection. The City Of Tucson PHA will only start making payments to your landlord if the home meets HUD standards. The RTA and unsigned lease may be sent via e-mail to Sec8_Landlords@tucsonaz.gov or via fax to (520)791-2511.
4. **Move out of your current home by the date listed on the vacate notice.** Return the keys to your landlord. Ask for a receipt from your landlord that lists the date on which you returned the keys. Make sure you leave the home in good condition. Damages reported to our office by previous landlords may result in termination of your housing assistance.

**** You are responsible for the full contract rent effective immediately after the vacate notice date if you remain in the unit. (Note: If the parties agree to extend the move-out date or terminate the Vacate Notice, submit a Contract Termination Extend or Rescind notice signed by both parties.)**

The City Of Tucson PHA recommends starting this process 30 to 45 days before you plan to move. You are responsible for finishing each of the four steps on time.



If you should require an accommodation or alternative arrangements due to a disability, please call (520) 791-4739. If you require an oral interpretation in a language other than English, please call (520) 791-4739. Si requiere una interpretación oral en un idioma que no sea inglés, por favor llame al (520) 791-4739.



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VACATE NOTICE

This serves as a 30 day notice of intent to vacate the premises listed below. I understand to be eligible to move I must have occupied the unit under PHA Contract for one year or more.

Address: _____

Vacate Date: _____

Phone #: _____

We, the undersigned, understand and agree to the following:

- An eviction notice of any type has not been issued within the last 30 days.
- This agreement does not relieve the resident of any responsibility to pay rent or for resident- caused damages to the above-mentioned property that may exist at the time of move out.
- The owner is required to provide a security deposit deposition within 14 days from the effective date of termination of the lease.
- Any extension or rescission of this notice must be in writing, signed by both parties, and a copy forwarded to the City Of Tucson Housing Authority prior to the effective termination date of the lease.
- The resident is responsible for the full contract rent effective immediately after the termination date if the resident remains in the unit after the effective termination date. (Note: If the parties agree to extend the move-out date or terminate the Vacate Notice, submit a Contract Termination Extend or Rescind Form.)
- The owner must return any overpayment received from the Housing Authority. If overpayment monies are not returned, the Housing Authority will deduct the overpayment from any active contract it has with the owner, or proceed with the collection process.

I understand by signing this form, I agree to the above vacate notice date.

Owner/Agent Name (please print)

Resident Name (please print & last 4 of SS#)

Owner/Agent Signature

Resident Signature

Date

Date



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